

December 30, 2003

Habilitation Services Program (HSP) Transfer Progress Report

Governor's Office/Administration:

- DDS has filed an exemption request pursuant to the Governor's freeze on new regulations (Executive Order S-2-03). We are confident that our regulations package will be allowed to go forward.

Legislation:

- The Department continues to monitor the current legislative special sessions addressing California's budget shortfall and any actions that impact services to persons with developmental disabilities. As of the date of this report, neither the Assembly nor the Senate has taken such action.

Rulemaking (Regulations):

- DDS's Office of Legal Affairs continues to review the proposed HSP transfer emergency rule-making package. As noted last month, the emergency rule-making process does not allow for public comment on the regulations prior to their approval by the Office of Administrative Law. Use of the emergency status was deemed necessary for meeting the federal timelines for amending the Waiver. However, the normal public hearings process will follow soon after the effective date of the emergency regulations to allow for public input before the regulations become final. DDS staff has already begun preparing the Habilitation regulations Notice of Proposed Rulemaking package for this purpose.

Training Curriculum:

- In conjunction with the ARCA Habilitation Services Sub-Committee, the training curriculum outline has been completed, including, dates, training staff, participant invitees and locations for the training. As we did not meet our timeline for posting the training curriculum and schedule on the DDS web site by the end of November, we have decided to, at a minimum, attach the training dates and locations to this report. We anticipate posting the training curriculum by the end of this month. As noted in our last report, the training format will be "train-the trainer". DDS continues to work with the ARCA Habilitation Services Sub-Committee in fine-tuning the training curriculum. For those who wish to contact any of the sub-committee members, we have also attached a roster of the workgroup.
- DDS continues to request input from regional centers, vendors and other stakeholder organizations on questions they would like answered or covered in the training sessions related to the Habilitation transfer. To date, DDS has received approximately 80 questions related to the Habilitation transfer. Department staff has clustered the questions under the general headings of, 1.)

Service delivery, 2.) DDS' role and responsibilities, 3.) Regional center's role and responsibilities and, 4.) Vendor's role and responsibilities. As noted in last months report, we plan to share the questions and answers with the widest audience possible by posting the questions and their answers on the DDS web site under the heading of Frequently Asked Questions (FAQ). Questions can be sent to DDS via fax (916-654-2192) or e-mail (aslss@dds.ca.gov).

Implementation Activities:

- As noted last month, DDS is now posting all current and past Habilitation transfer progress reports on the DDS web site.
- The Department of Rehabilitation issued to each of its Habilitation Service Programs a letter requesting information regarding the status of Supported Employment Groups reaching the required group size (no more than four consumers to one job coach in a group), by 6/30/04. This information is due to DOR by 4/1/04.
- Meetings, via telephone conference call, were conducted on 11/19/03 and 12/18/03 with the ARCA Habilitation Services Sub-Committee to discuss the habilitation transfer training, and vendor file information that will be made available to DDS from the Department of Rehabilitation. The vendor file information suggested by regional center sub-committee members is attached. This information will be made available to the regional centers once received by the Department of Developmental Services. A Conflict of Interest form, desired by some, was deemed not to be a necessity.
- The following are preliminary "ramp-up" timelines and actions discussed with the ARCA sub-committee on 11/19/03 and 12/18/03:

January – DDS disseminates to regional centers revised consumer list and a habilitation provider list

February 2004 – RC's complete vendorizations.

March 2004 – DDS to set-up Rate tables.

April 2004 – DDS disseminates to centers up-to-date consumer list.

Specifications for the consumer list include alpha listing by regional center, Service Coordinator and status code.

[The consumer list will be up-dated on a monthly basis until the transfer occurs.]

- The Memorandum of Understanding for coordinating assistance from DOR staff prior to and during the first year of HSP implementation has been approved and signed-off by both DOR and DDS management. The MOU is attached.